

## INSTRUCTIONS FOR RISK PURCHASING GROUP ANNUAL UPDATE FORM:

**NOTE: A hard copy of the Risk Purchasing Group Annual Update Form is not required to be filed with the North Carolina Department of Insurance if a risk purchasing group uses the [“Electronic Payment Option.”](#)**

### **Not Utilizing Electronic Payment Option**

If a risk purchasing group is not using the “Electronic Payment Option,” proceed as follows:

1. Complete the Risk Purchasing Group Annual Update Form.
2. The Risk Purchasing Group Annual Update Form is due no later than January 1, 2022. Enclose a check payable to the "North Carolina Department of Insurance" for payment of the \$100 nonrefundable renewal fee. Checks must include the following information on the check stub:

(1) Company Name, if different than the payor on the check.

If a check is payment for more than one risk purchasing group's fees, the check stub must include the above information for EACH risk purchasing group.

3. Mail the completed Risk Purchasing Group Annual Update Form with enclosed check via US Postal Service to:

North Carolina Department of Insurance  
ATTN: Ms. Christine Williams  
Financial Analysis & Receivership Division  
1203 Mail Service Center  
Raleigh, NC 27699-1203

or by carrier other than the US Postal Service to:

North Carolina Department of Insurance  
ATTN: Ms. Christine Williams  
Financial Analysis & Receivership Division  
325 N. Salisbury Street  
Raleigh, NC 27603

### **Utilizing Electronic Payment Option**

If a risk purchasing group is using the “Electronic Payment Option,” proceed as follows:

1. Go to [https://ww2.ncdoi.com/renewals/coselect?co\\_type=RPG](https://ww2.ncdoi.com/renewals/coselect?co_type=RPG).
2. Enter the nine-digit SBS Company Number. The SBS Company Number is specific to each regulated entity and can be found by using State Based Systems at [www.statebasedsystems.com](http://www.statebasedsystems.com) using the following instructions:

Step 1: Select “North Carolina” as your jurisdiction.

Step 2: Click “Lookup” from the list of available options.

Step 3: Under Jurisdiction, utilizing the drop down, enter North Carolina.

Step 4: Under Search Type, utilizing the drop down, enter Company.

Step 5: Enter Company Name.

Step 6: Check the box to agree to the terms and click on Search.

Step 7: Click on Company Name, scroll down to the Demographics subheading. The SBS Company Number will be the nine-digit number used to enter the electronic payment portal.

3. Review the demographic and contact information on file with the North Carolina Department of Insurance for accuracy and make any necessary changes.
4. Click "Proceed to Payment" to pay the \$100 nonrefundable fee via e-check. **(If needed for accounts payable purposes, the Company Number for the North Carolina Department of Insurance is 9044036175.)**

### **Questions**

Any questions regarding the Risk Purchasing Group Annual Update Form or the process for paying the nonrefundable renewal fee can be directed to:

Ms. Christine Williams

919-807-6612

[Christine.Williams@ncdoi.gov](mailto:Christine.Williams@ncdoi.gov)